

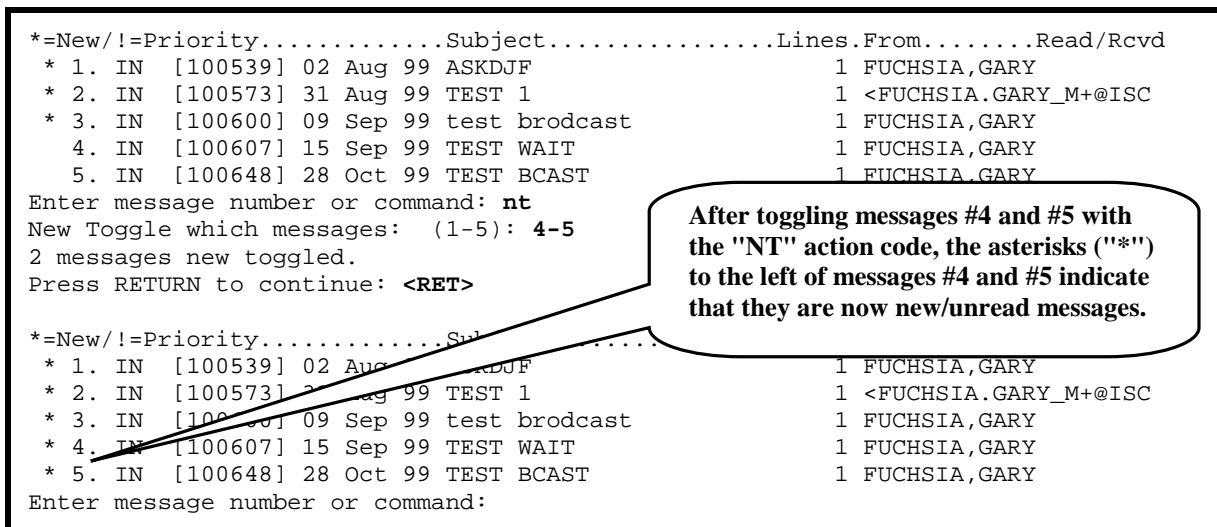
New Toggle ("NT") Action

As you can see from the list of action commands (Table 2 in this chapter), you can use the New Toggle action code (i.e., "NT") to:

- **Make message(s) "new"**—MailMan *adds* the new flag (i.e., "*" asterisk) next to the message, as if it hasn't been opened/read yet.
- **Make "new" message(s) *not* appear as "new"**—MailMan *removes* the new flag (i.e., "*" asterisk) next to the messages, as if they were already opened/read.

You can toggle between these two actions with this one action code. This can be useful when you want to make messages that you've already read appear as new again so that MailMan will indicate that you have new messages, acting as a reminder of important activities. Thus, MailMan becomes a personal reminder. Alternatively, you may have a mail basket with a number of "new" messages and you don't want them to be listed as "new" but indicated as if you have already read the messages (i.e., no asterisk displayed next to the message, "*not new*"). MailMan allows you to "new toggle" any selection, range, or all messages in a mail basket. This functionality was introduced with MailMan Patch XM*7.1*110.

To toggle messages in a mail basket from "new" to "*not new*" or vice versa, enter an "NT" at the "Enter message number or command:" prompt, as shown below:



```

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
* 1. IN  [100539] 02 Aug 99 ASKDJF                1 FUCHSIA,GARY
* 2. IN  [100573] 31 Aug 99 TEST 1                1 <FUCHSIA.GARY_M+@ISC
* 3. IN  [100600] 09 Sep 99 test broadcast         1 FUCHSIA,GARY
  4. IN  [100607] 15 Sep 99 TEST WAIT              1 FUCHSIA,GARY
  5. IN  [100648] 28 Oct 99 TEST BCAST             1 FUCHSIA,GARY
Enter message number or command: nt
New Toggle which messages: (1-5): 4-5
2 messages new toggled.
Press RETURN to continue: <RET>

*=New/!=Priority.....Sub.....
* 1. IN  [100539] 02 Aug 99 ASKDJF                1 FUCHSIA,GARY
* 2. IN  [100573] 31 Aug 99 TEST 1                1 <FUCHSIA.GARY_M+@ISC
* 3. IN  [100600] 09 Sep 99 test broadcast         1 FUCHSIA,GARY
* 4. IN  [100607] 15 Sep 99 TEST WAIT              1 FUCHSIA,GARY
* 5. IN  [100648] 28 Oct 99 TEST BCAST             1 FUCHSIA,GARY
Enter message number or command:

```

Figure 35a: Selecting Messages to Make "New" or "Not New" Using the New Toggle

In this example (Figure 35a), we wanted to make several messages appear as new messages, as if we hadn't read them yet, even though we had already opened/read them in our "IN" mail basket. When we first listed messages in our "IN" basket we saw that we had five messages and that three of the messages were new (i.e., #1, #2, and #3, with the asterisk next to each number) and two messages that had already been opened/read (i.e., #4 and #5). In order to make *all* messages appear as new, we entered an "NT" at the "Enter message number or command:" prompt.

MailMan then asked us which messages we wanted to toggle, in this case we chose to toggle messages #4 and #5 as new messages by entering "**4-5**" after the "New Toggle which messages: (1-5):" prompt. MailMan confirmed that two messages were toggled (i.e., "2 messages new toggled.").

After preassing the Enter/Return key, MailMan redisplayed our list of messages in our "IN" basket, however, this time all five messages appeared as new (i.e., #1, #2, #3, #4, and #5 all had an asterisk next to their numbers).

We could now take any actions on the list of new messages.

Opposite Selection Toggle ("O") Action

As you can see from the list of action commands (Table 2 in this chapter), you can use the Opposite Selection Toggle action code (i.e., "O") to reverse or choose the opposite of your selected messages in a list of messages. Using this action code allows you to simply select unselected messages and deselect previously selected messages. This can be useful when you have a long list of messages and the majority of the messages will undergo the same action. It's easier to select a smaller group that won't be changing, and then, using the Opposite Selection Toggle, to reverse your selection and perform the action on the majority of the opposite messages in the message list.

In order to use the Opposite Selection Toggle, you must have first selected at least one message in the list of messages. When you have successfully selected a message, a right-angle bracket (">") is displayed to the left of the selected message in the list.



For more information on selecting messages for subsequent group actions, please refer to the "Message Selection Actions" topic previously described in this chapter.

The following series of screen captures (Figure 36, Figure 37, and Figure 38) better illustrates how the Opposite Selection Toggle works.

We first must select some messages in our list of messages, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// Transportation News      (8 messages, 1 new)

Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*8. [1223634] 06 Aug 98 Digest bat-list-errors@lists.b
7. [1223267] 04 Aug 98 Digest bat-list-errors@lists.b
6. [1223232] 04 Aug 98 Digest bat-list-errors@lists.b
5. [1222979] 02 Aug 98 Digest bat-list-errors@lists.b
4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command: .1,3

Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*8. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 bat-list-errors@lists.b
7. [1223267] 04 Aug 98 Digest bat-list.v004.n180 619 bat-list-errors@lists.b
6. [1223232] 04 Aug 98 Digest bat-list.v004.n179 622 bat-list-errors@lists.b
5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
> 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
> 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:
```

Figure 36: (1 of 3) Selecting Messages to Demonstrate the Opposite Selection Toggle

As you can see from the previous figure (Figure 36), we selected messages 1 and 3 in our list of messages in our "Transportation News" mail basket by entering ".1,3" at the "Enter message number or command:" prompt. Once the messages have been selected (indicated by the ">"), MailMan allows us to use the Opposite Selection Toggle action (Figure 37).

To toggle from the selected messages to the unselected messages or vice versa, you enter "O" at the "Enter message number or command:" prompt, as shown below:

```

Enter message number or command: O

Transportation News Basket, 8 messages (1-8)
*=New/!=Priority.....Subject.....
>*8. [1223634] 06 Aug 98 Digest bat-list.v004.n175 622 bat-list-errors@lists.b
> 7. [1223267] 04 Aug 98 Digest bat-list.v004.n174 622 bat-list-errors@lists.b
> 6. [1223232] 04 Aug 98 Digest bat-list.v004.n173 622 bat-list-errors@lists.b
> 5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
> 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
> 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
> 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
  1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:

```

Using the toggle, MailMan selected the opposite messages (#2 & #4 - #8), as indicated by the ">", and deselected the original messages (#1 & #3).

Figure 37: (2 of 3) Using the Opposite Selection Toggle Action Code to Select the Opposite Messages

In this example (Figure 37), entering "O" at the "Enter message number or command:" prompt tells MailMan to deselect our original messages (i.e., 1 and 3) and to select the remaining messages (i.e., message number 2 and messages 4 through 8). Thus, MailMan selected the opposite set of messages and deselected the original set of selected messages.

Finally, we use the Opposite Selection Toggle to toggle back to our original selection of messages, as shown below:

```

Enter message number or command: O

Transportation News Basket, 8 messages (1-8)
*=New/!=Priority.....Subject.....
>*8. [1223634] 06 Aug 98 Digest bat-list.v004.n175 622 bat-list-errors@lists.b
  7. [1223267] 04 Aug 98 Digest bat-list.v004.n174 622 bat-list-errors@lists.b
  6. [1223232] 04 Aug 98 Digest bat-list.v004.n173 622 bat-list-errors@lists.b
  5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
  4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
> 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
> 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
> 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:

```

Using the toggle again, MailMan reselected the opposite messages (#1 & #3), as indicated by the ">", and deselected messages (#2 & #4 - #8).

Figure 38: (3 of 3) Using the Opposite Selection Toggle Action Code to Reselect the Original Messages

In this last example of our series (Figure 38), entering "**O**" again at the "Enter message number or command:" prompt tells MailMan to reselect our original messages (i.e., 1 and 3) and to deselect the remaining messages (i.e., message number 2 and messages 4 through 8). Thus, MailMan deselected the opposite set of messages and reselected the original set of messages. Our display looks like it did when we first selected the messages (Figure 36).

Print Messages ("P") Action

As you can see from the list of action commands (Table 2 in this chapter), the Print action code (i.e., "P") allows you to print messages in a mail basket. Unlike the Headerless Print Messages action code, the Print Messages action code will print the "Print" information and the "Subject" and "From" information (i.e., the header) as well as the text of the message (including responses, if any).



For more information on the Headerless Print Messages action code, please refer to the "Headerless Print Messages ('H') Action" topic previously described in this chapter.

MailMan allows you to print any selection, range, or all messages in a mail basket. If you choose to print to the screen, MailMan will prompt you to press the Enter/Return key after each message.

Also, as with all print commands, you can specify any print device (e.g., the monitor/screen or a printer).

To print messages in a mail basket, enter a "P" at the "Enter message number or command:" prompt, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// TEST II <RET>      (4 messages)

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
 3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
 2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
 1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command: P
Print which messages: (1-4): 1
Print recipient list? No// <RET>  NO
DEVICE: HOME// <RET>  Telnet terminal

MailMan message for BLUE,THOMAS E.  COMPUTER SPECIALIST
Printed at ISC-SF.VA.GOV  12 Aug 98 14:30
Subj: test  [#1223222] 04 Aug 98 08:14  1 line
From: MAGENTA,MICHAL - Q... Continuum  In 'TEST II' Basket.  Page 1
-----
test
Enter RETURN to continue or '^' to exit: <RET>

1 message printed.
Press RETURN to continue: <RET>

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
 3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
 2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
 1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command:
```

We don't want MailMan to print the recipient information.

MailMan prints the print and header information before printing the message text.

Figure 39: Printing a Message from a Mail Basket Without Recipient Information

In this example (Figure 39), we wanted to print a message. While in our "TEST II" basket, we entered a "P" (Print) at the "Enter message number or command:" prompt.

MailMan then asked us which messages we wanted to print. In this case, we wanted to print message number 1, so we entered "1" at the "Print which messages: (1-4):" prompt.

MailMan then asked us if we wanted to print the recipient list. Since we did not, we accepted the default ("No") by pressing the Enter/Return key after "Print recipient list? No/" prompt.



For an example of printing a recipient list, please refer to the example that follows (Figure 40) in this chapter.

MailMan then asked us to choose where to print our message (i.e., what device). In this case, we chose to print our message to the screen by choosing the default response (i.e., "**HOME**") by pressing the Enter/Return key at the "DEVICE: HOME//" prompt.



If you want to print your message(s) to a different device (e.g., a printer), enter the appropriate device name at the "DEVICE: HOME//" prompt.

MailMan immediately printed the message to our screen (our device choice) and, after pressing the Enter/Return key, MailMan informed us that one message had been printed.

Because this was a "normal" print, MailMan printed the "Print" information, the "Subject," and "From" information (i.e., the header) along with the text of the message.

Pressing the Enter/Return key, again, returned us to our list of messages in our "TEST II" basket where we could take additional actions. If we had selected more than one message to be printed, pressing the Enter/Return key would have printed the next message.

The following example (Figure 40), illustrates printing a message with recipient information:

```

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
 3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
 2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
 1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command: P
Print which messages: (1-4): 1
Print recipient list? No// y <RET> YES
    Select one of the following:
        D      Detail
        S      Summary
Print Detail or Summary recipient chain: Summary// <RET>
DEVICE: HOME// <RET> Telnet terminal
MailMan message for BLUE,THOMAS E.  COMPUTER SPECIALIST
Printed at ISC-SF.VA.GOV  12 Aug 98 14:31
Subj: test  [#1223222] 04 Aug 98 08:14  1 line
From: MAGENTA,MICHAL - Q... Continuum  In 'TEST II' basket.  Page 1
-----
test
Local Message-ID: 1223222@ISC-SF.VA.GOV  (2 Recipients) Delivery basket: chair
Message will be NEW on:  13 Aug 98
This message was addressed as follows:
BLUE,THOMAS E.
MAGENTA,MICHAL
Enter RETURN to continue or '^' to exit: <RET>
1 message printed.
Press RETURN to continue: <RET>
TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1224524] 12 Aug 98 Forwarding a Message 2      1 BLUE,THOMAS E.
 3. [1224525] 12 Aug 98 Forwarding a message 3      1 BLUE,THOMAS E.
 2. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
 1. [1223222] 04 Aug 98 test                        1 MAGENTA,MICHAL
Enter message number or command:

```

Here we want MailMan to print the recipient information as well.

MailMan prints the print and header information before printing the message text.

Here we see that the message will be made new again on 8/13/98.

MailMan prints the summary recipient information.

Figure 40: Printing a Message from a Mail Basket With Recipient Information

In this example (Figure 40), we wanted to print the same message along with the recipient information. While in our "TEST II" basket, we entered a "P" (Print) at the "Enter message number or command:" prompt.

MailMan then asked us which messages we wanted to print. Again, we wanted to print message number 1, so we entered "1" at the "Print which messages: (1-4):" prompt.

MailMan then asked us if we wanted to print the recipient list. In this case, we did, thus, we entered "**Yes**" at the "Print recipient list? No//" prompt.

We were then given the choice of printing either a "Detail" or "Summary" list of recipients:

- **Summary list (default)**—The Summary list provides the same information you see when you do a query on a message (i.e., Query action code).



For more information on the Query action code, please refer to Table 3 and the "Query ('Q') Action" topic in Chapter 3 in this manual.

- **Detail list**—The Detail list provides the same information you see when you do a detailed query on a message (i.e., Query Detailed action code).



For more information on the Query action code, please refer to Table 3 and the "Query Detailed ('QD') Action" topic in Chapter 3 in this manual.

For this example, we chose to print a **Summary** list (default). Thus, we accepted the default response by pressing the Enter/Return key at the "Print Detail or Summary recipient chain: Summary//" prompt.

MailMan then asked us to choose where to print our message (i.e., what device). In this case, we chose to print our message to the screen by choosing the default response (i.e., "**HOME**") by pressing the Enter/Return key at the "DEVICE: HOME//" prompt.



If you want to print your message(s) to a different device (e.g., a printer), enter the appropriate device name at the "DEVICE: HOME//" prompt.

MailMan immediately printed the message and recipient information to our screen (our device choice) and, after pressing the Enter/Return key, MailMan informed us that one message had been printed.

Because this was a "normal" print, MailMan printed the "Print" information, the "Subject," and "From" information (i.e., the header) along with the text of the message. Also, since we wanted to print recipient information, a Summary list of recipients was included.

Pressing the Enter/Return key, again, returned us to our list of messages in our "TEST II" basket where we could take additional actions.

Query (Search for) Messages in this Basket ("Q") Action

As you can see from the list of action commands (Table 2 in this chapter), the Query (Search for) action code (i.e., "Q") allows you to search for messages in a specific mail basket.

You can search for messages based on any combination of the following criteria:

- **Subject contents**—Enter a string from 3 to 30 characters in length (*not* case sensitive).
- **Sender of the message**—Enter the first portion of the sender's last name (*not* case sensitive) or their local DUZ (i.e., numeric user ID). If the sender is from a remote site, enter any part of the sender's name and/or site. You'll narrow your choices by entering more characters.
- **Addressee/Recipient of the message**—Enter any portion of the addressee's name or their local DUZ (i.e., numeric user ID). If the sender is from a remote site, enter any part of the sender's name and/or site. You'll narrow your choices by entering more characters.
- **Approximately when the message was sent**—Date sent range: on, before, or after the VA FileMan date you enter. (Do *not* enter a future date).
- **Specific responder to a message**—Enter the first portion of the responder's last name (*not* case sensitive) or their local DUZ (i.e., numeric user ID). If the sender is from a remote site, enter any part of the sender's name and/or site. You'll narrow your choices by entering more characters.
- **Specific text in a message**—Enter a string from 3 to 30 characters in length, you decide if the search is case sensitive and if you search just the message, just the responses or both.



For more information on entering names or DUZs, please refer to the "Address Functionality" topic in Chapter 4 in this manual.

Each additional search criterion entered helps limit the search. Therefore, the more search criterion you choose, the more specific the search becomes resulting in a smaller list of messages from which to choose.

All criteria entered *must* be true in order to pass the search test. (This is similar to using the Boolean AND in Internet search engines or program code).

MailMan displays the entire list of search criteria you've selected. To cancel a single search criterion without having to start over, use the at-sign ("@" Shift-2 key on most keyboards) to delete the specific search criterion you no longer want.

When you have completed your search criteria, enter "G" ("Go search") to start the search. To end the query without searching, you can enter "Q" ("Quit") or enter the up-arrow ("^" Shift-6 key on most keyboards) to get out of the query (search) option.

You are automatically placed in a "virtual basket" in a full-screen view to process any messages found from the search. You can take any action on the messages in this "virtual basket" that you can take in a "real" basket (e.g., read, delete, forward, save, etc.).



For more information on searching for messages, please refer to Chapter 5 in this manual.

The following series of screen captures (Figure 41, Figure 42, and Figure 43) better illustrates how the Query (Search) process works.

To search (query) for messages in a mail basket, enter a "Q" at the "Enter message number or command:" prompt, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET>          (6 messages, 1 new)

IN Basket, 6 messages (1-17), 1 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*17. [1225128] 17 Aug 98 Training by John Doe          5 YELLOW,LISA          18/20
 16. [1224496] 12 Aug 98 Message to Gary but no me    1 BLUE,THOMAS E.        1/1
   8. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
   4. [1223228] 04 Aug 98 Stress management exercise 16 MAGENTA,MICHAL
   2. [1222162] 27 Jul 98 BLUE                        1 FUCHSIA,GARY M.
   1. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@
Enter message number or command: Q

Current search criteria:
Search basket:                IN

    Select one of the following:

        S      Enter 'Subject contains' string
        F      Enter 'Message from' person
        T      Enter 'Message to' person
        DA     Enter 'Message sent on or after' date
        DB     Enter 'Message sent on or before' date
        R      Enter 'Response from' person
        X      Enter 'Message contains' string
        Q      Quit

Select search action: S//
```

MailMan automatically displays the search basket name (i.e., "IN") as our default search criterion.

MailMan also lists all of the possible search criteria from which we can choose.

Figure 41: (1 of 3) Search for a Message in a Mail Basket

As you can see from this first example of our search series (Figure 41), after we entered "Q" at the "Enter message number or command:" prompt, MailMan displayed our current search criteria (i.e., search basket: "IN") and the list of search actions from which to choose.

At this point we can enter our search criteria and initiate a search, as shown in the next example (Figure 42).

In the next example, we entered our first search criteria:

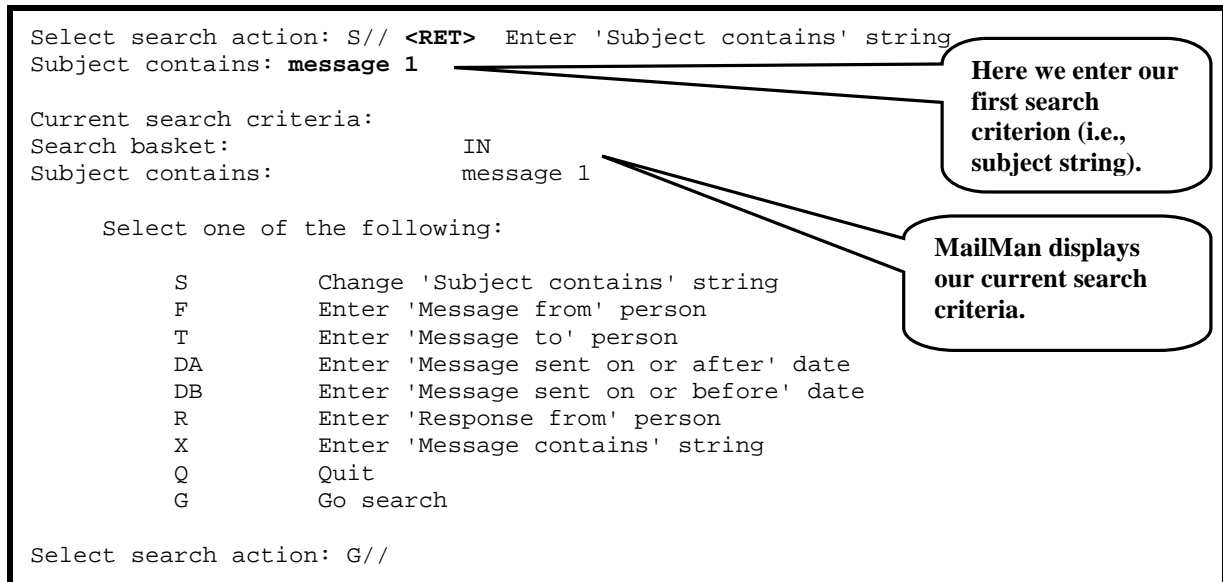


Figure 42: (2 of 3) Entering Search Criteria

In this second example of the series (Figure 42), we chose to search for messages in our "IN" basket by entering a portion of the message subject we are looking for by pressing the Enter/Return key to accept the "S" (Subject text) default at the "Select search action: S//" prompt.

MailMan then asked us to enter the subject string we were looking for at the "Subject contains:" prompt (i.e., "message 1").

After entering the subject contains string, MailMan immediately displayed our current search criteria:

- **Search basket**—"IN"
- **Subject contains**—"message 1"

Also, again, we are presented with the list of search actions from which to choose. Since we haven't completed entering our search criteria, we haven't started the search.

In the final example of our series, we entered our second and last search criterion and ran the search:

```

Select search action: G// DA <RET> Enter 'Message sent on or after' date
Message sent on or after: 8/1/98 <RET> (AUG 01, 1998)

Current search criteria:
Search basket:          IN
Subject contains:       message 1
Message sent on or after: 01 Aug 98

Select one of the following:

S      Change 'Subject contains' string
F      Enter 'Message from' person
T      Enter 'Message to' person
DA     Change 'Message sent on or after' date
DB     Enter 'Message sent on or before' date
R      Enter 'Response from' person
X      Enter 'Message contains' string
Q      Quit
G      Go search

Select search action: G// <RET> o search
Searching...

IN Basket
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 8. [1224523] 12 Aug 98 Forward Message 1          1 BLUE,THOMAS E.
Search finished.
Enter message number or command:
  
```

MailMan displays our current search criteria.

Here we tell MailMan to start the search (i.e., Go search).

MailMan found our message and displayed the information in a "virtual basket."

Figure 43: (3 of 3) All Search Criteria Entered—Searching for the Message

In this final example of the series (Figure 43), besides searching for messages based just on a subject string, we also chose to search for messages based on the date they were sent. Thus, we entered a "DA" (Message sent on or after) at the "Select search action: G//" prompt.

MailMan then asked us to enter the date range we were looking for at the "Message sent on or after:" prompt (i.e., "8/1/98").

After entering the date, MailMan immediately displayed our search criteria:

- **Search basket**—"IN"
- **Subject contains**—"message 1"
- **Message sent on or after**—"01 Aug 98"

Also, again, we are presented with the list of search actions from which to choose. Since we have now completed entering our search criteria, we pressed the Enter/Return key to accept the "G" (Go search) default at the "Select search action: G//" prompt. MailMan immediately began to search our "IN" mail basket and look for messages that matched our search criteria.

When MailMan found the messages in question, we were informed the search had finished, and MailMan displayed the search results to us in a "virtual basket."

At this point we could read the messages or perform any other message action on the messages found by the search.

To get back to the original "real" basket list of messages, you must enter the up-arrow ("^" Shift-6 key on most keyboards) at the "Enter message number or command:" prompt and enter the up-arrow again or enter "Q" (quit) at the "Select search action, or enter 'G' to start search:" prompt.

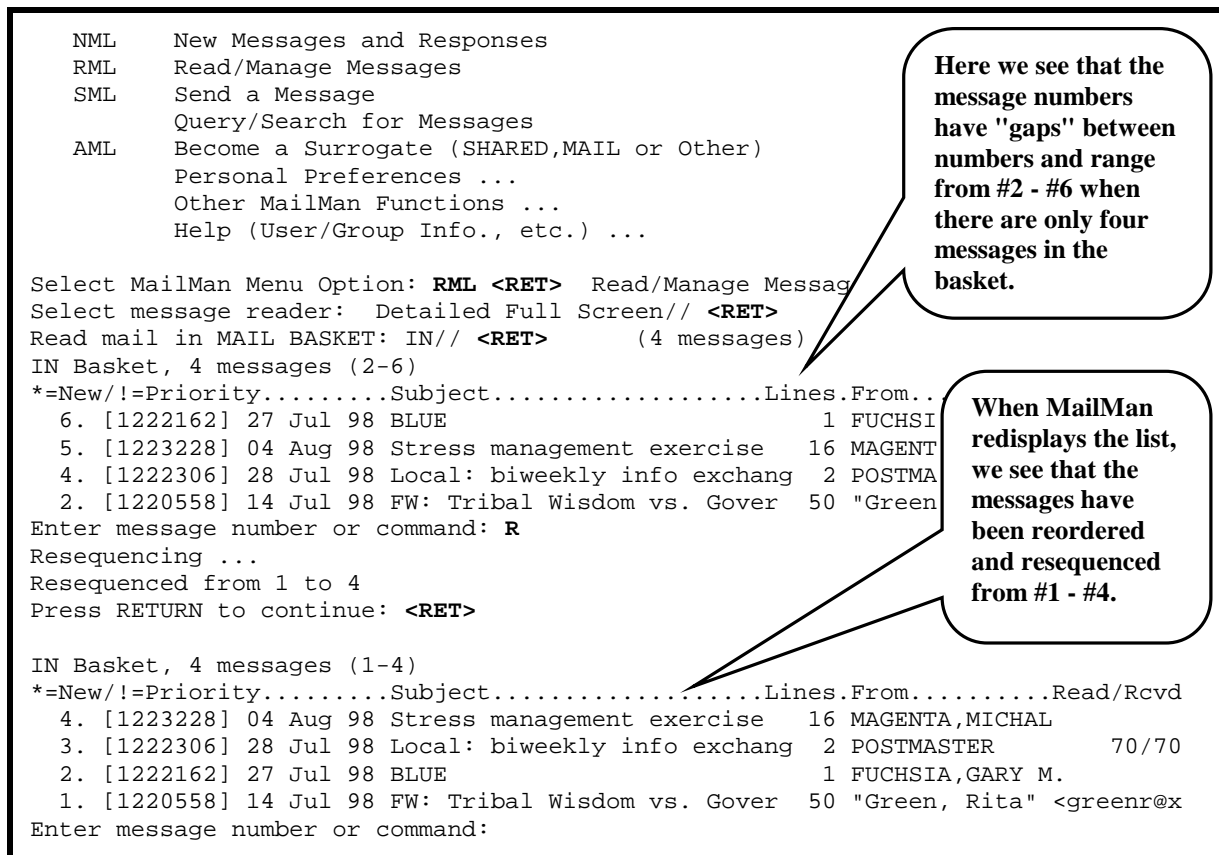


For more information on message action codes, please refer to the "Action Codes—Individual Messages" topic and Table 3 in Chapter 3 in this manual.

Resequence Messages ("R") Action

As you can see from the list of action commands (Table 2 in this chapter), the Resequence action code (i.e., "R") allows you to renumber the message numbers in a list of messages in a mail basket. All messages will be resequenced in the order of their MailMan internal message identification numbers. This helps keep your mail basket messages more orderly by removing any "gaps" in message number sequence.

To resequence the message numbers for a group of messages in a mail basket, enter an "R" at the "Enter message number or command:" prompt, as shown below:



```

NML      New Messages and Responses
RML      Read/Manage Messages
SML      Send a Message
          Query/Search for Messages
AML      Become a Surrogate (SHARED,MAIL or Other)
          Personal Preferences ...
          Other MailMan Functions ...
          Help (User/Group Info., etc.) ...

Select MailMan Menu Option: RML <RET> Read/Manage Message
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET> (4 messages)
IN Basket, 4 messages (2-6)
*=New/!=Priority.....Subject.....Lines.From..
 6. [1222162] 27 Jul 98 BLUE 1 FUCHSI
 5. [1223228] 04 Aug 98 Stress management exercise 16 MAGENT
 4. [1222306] 28 Jul 98 Local: biweekly info exchang 2 POSTMA
 2. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green
Enter message number or command: R
Resequencing ...
Resequenced from 1 to 4
Press RETURN to continue: <RET>

IN Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 4. [1223228] 04 Aug 98 Stress management exercise 16 MAGENTA,MICHAL
 3. [1222306] 28 Jul 98 Local: biweekly info exchang 2 POSTMASTER 70/70
 2. [1222162] 27 Jul 98 BLUE 1 FUCHSIA,GARY M.
 1. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@x
Enter message number or command:

```

Figure 44: Resequencing Messages in a Mail Basket

In this example (Figure 44), we wanted to resequence messages in our "IN" mail basket. While in our "IN" basket, we see that we have a total of four messages. However, the message numbers range from 2 through 6 rather than 1 through 4 and have "gaps" between numbers (i.e., 2, 4, 5, and 6). Thus, to resequence the numbers and remove the gaps, we entered an "R" (Resequence) at the "Enter message number or command:" prompt. MailMan informed us that the message numbers were being resequenced.

When completed, MailMan displayed that the messages in our "IN" basket had been "Resequenced from 1 to 4."

Pressing the Enter/Return key returned us to our list of messages in our "IN" basket. The messages were reordered based on their MailMan internal message identification numbers and the messages now ranged from 1 through 4 and did *not* have any gaps (i.e., 1, 2, 3, and 4).

We could now take any additional actions on the resequenced messages.

Save Messages to Another Basket ("S") Action

As you can see from the list of action commands (Table 2 in this chapter), the Save action code (i.e., "S") allows you to save messages in a list of messages to another existing mail basket or create a new mail basket on the fly. This helps you sort your messages into the proper mail basket for easier reference. MailMan allows you to save any selection, range, or all messages in a mail basket.

To save messages from one mail basket to another, enter an "S" at the "Enter message number or command:" prompt, as shown below:

```

Select MailMan Menu Option: RML <RET> Read/Manage Message
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET> (5 messages)

IN Basket, 5 messages (2-7)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 7. [1224524] 12 Aug 98 Forwarding a Message 2 1 THOMAS E.
 6. [1223228] 04 Aug 98 Stress management exercise 16 MAGENTA,MICHAL
 5. [1222306] 28 Jul 98 Local: biweekly info exchang 2 POSTMASTER 70/70
 4. [1222162] 27 Jul 98 BLUE 1 FUCHSIA,GARY M.
 2. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@x

Enter message number or command: S
Save which messages: (2-7): 7
Save messages to which basket? TEST II
1 message saved.
Press RETURN to continue: <RET>

IN Basket, 4 messages (2-6)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 6. [1223228] 04 Aug 98 Stress management exercise 16 MAGENTA,MICHAL
 5. [1222306] 28 Jul 98 Local: biweekly info exchang 2 POSTMASTER 70/70
 4. [1222162] 27 Jul 98 BLUE 1 FUCHSIA,GARY M.
 2. [1220558] 14 Jul 98 FW: Tribal Wisdom vs. Gover 50 "Green, Rita" <greenr@x

Enter message number or command:

```

Here we are saving message #7 to the "TEST II" mail basket.

When MailMan redisplay the list, we see that message #7 is gone from the list of messages in our "IN" basket.

Figure 45: Saving Messages in a Mail Basket to Another Mail Basket

In this example (Figure 45), we wanted to save (move) a message from one basket to another. While in our "IN" basket, we entered an "S" (Save) at the "Enter message number or command:" prompt.

MailMan then asked us which messages we wanted to save. In this case, we wanted to save message number 7 from our "IN" basket into our "TEST II" basket. Thus, we entered "7" at the "Save which messages: (2-7):" and "TEST II" at the "Save messages to which basket?" prompts.

We could have entered any or all message numbers in the "IN" basket (in any order) and chosen any new or existing mail basket. If the basket entered did *not* already exist in our mailbox, MailMan would give us the chance to create the new mail basket on the fly or to choose another existing basket. In this case, the "TEST II" mail basket already existed, so we did not have to create a new basket.

MailMan informed us that one message had been saved.

Pressing the Enter/Return key returned us to our list of messages in our "IN" basket. However, we could see that the message number 7 was no longer in our list of messages because it had been moved to our "TEST II" mail basket.

We could now take any additional actions on the remaining messages.

Terminate Messages ("T") Action

As you can see from the list of action commands (Table 2 in this chapter), the Terminate action code (i.e., "T") allows you to permanently delete messages from your mail baskets by moving them to the "WASTE" basket. MailMan allows you to terminate any selection, range, or all messages in a mail basket.

Generally, a batch job is run nightly (determined by IRM at your site) to remove messages from your "WASTE" basket, and thus, from your mailbox. You can immediately remove messages from your mailbox by, again, terminating the messages from your "WASTE" basket. However, the message remains in the system until all recipients of the message have deleted it from their mailbox.

Unlike the Delete action code, the Terminate action code will prevent responses to "terminated" messages from being "resurrected" or restored back into your mailbox.



For more information on the Delete action code, please refer to the "Delete Messages ('D') Action" topic previously described in this chapter.

To terminate messages in a mail basket, enter a "T" at the "Enter message number or command:" prompt, as shown below:

```

Select MailMan Menu Option: RML <RET> Read/Manage Messages
Select message reader: Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// TEST II <RET> (4 messages)

TEST II Basket, 4 messages (1-4)
*=New/!=Priority.....Subject.....Lines
  4. [1224524] 12 Aug 98 Forwarding a Message 2 1 BLUE,THOMAS E.
  3. [1224525] 12 Aug 98 Forwarding a message 3 1 BLUE,THO
  2. [1224523] 12 Aug 98 Forward Message 1 1 BLUE,THO
  1. [1223222] 04 Aug 98 test 1 MAGENTA
Enter message number or command: T
Terminate which messages: (1-4): 2,4
Do you really want to terminate these messages? No// y <RET> YES
2 messages terminated.
You won't see future responses. (In WASTE basket)
Press RETURN to continue: <RET>

TEST II Basket, 2 messages (1-3)
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
  3. [1224525] 12 Aug 98 Forwarding a message 3 1 BLUE,THOMAS E.
  1. [1223222] 04 Aug 98 test 1 MAGENTA,MICHAL
Enter message number or command:
  
```

Here we are terminating messages #2 and #4 from our "TEST II" mail basket.

When MailMan redisplay the list, we see that messages #2 and #4 are gone from the "TEST II" mail basket.

Figure 46: Terminating Messages in a Mail Basket

In the previous example (Figure 46), we wanted to terminate a couple of messages from a mail basket. While in our "TEST II" basket, we entered "T" (Terminate) at the "Enter message number or command:" prompt. MailMan asked us which messages to terminate. MailMan listed the entire range of messages in

the basket (i.e., 1 through 4). For this example, we entered "2,4" at the "Terminate which messages: (1-4):" prompt. We were telling MailMan that we wanted to terminate messages number 2 and 4.

Before terminating those messages, MailMan wanted us to verify that we really wanted to terminate them. Since we did, we entered "Yes" at the "Do you really want to terminate these messages? No/" prompt. MailMan confirmed that two messages had been terminated and sent to our "WASTE" basket. MailMan also informed us that we would *not* see any future responses to those messages.

When we pressed the Enter/Return key, MailMan redisplayed the "TEST II" basket's list of messages (minus the terminated messages). We could then take any additional actions on the list of remaining message in that basket.



Here's a tip—You can "un-terminate" a message by going to your "WASTE" basket and forwarding the terminated message back to yourself. Thus, you can retrieve any message you terminated, if it's still on the system and you know the message number. However, the message will not appear as a "New" message.

If the message is no longer in your "WASTE" basket but you know another recipient of the message, you can ask that other recipient of the message to forward it to you. Again, the message will not appear as a "New" message in your mailbox. It would only appear as a "New" message, when a new reply is sent.

Zoom Selection Toggle ("Z") Action

As you can see from the list of action commands (Table 2 in this chapter), the Zoom Selection Toggle is used to "zoom" in on a group of messages that have been selected for subsequent group action. Using this action code allows you to just display those selected messages and not the entire list of messages in the mail basket. This can be useful when you have a long list of messages and have selected messages throughout the entire list.

In order to use the Zoom Selection Toggle, you must have first selected at least one message in the list of messages. When you have selected a message, a right-angle bracket (">") is displayed to the left of the selected message in the list.



For more information on selecting messages for subsequent group actions, please refer to the "Message Selection Actions" topic previously described in this chapter.

The following series of screen captures (Figure 47, Figure 48, and Figure 49) better illustrates how the Zoom Selection Toggle works.

We first must select some messages in our list of messages, as shown below:

```
Select MailMan Menu Option: RML <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// Transportation News          (8 messages, 1 new)

Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*8. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 bat-list-errors@lists.b
7. [1223267] 04 Aug 98 Digest bat-list.v004.n180 619 bat-list-errors@lists.b
6. [1223232] 04 Aug 98 Digest bat-list.v004.n179 622 bat-list-errors@lists.b
5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command: .1-4

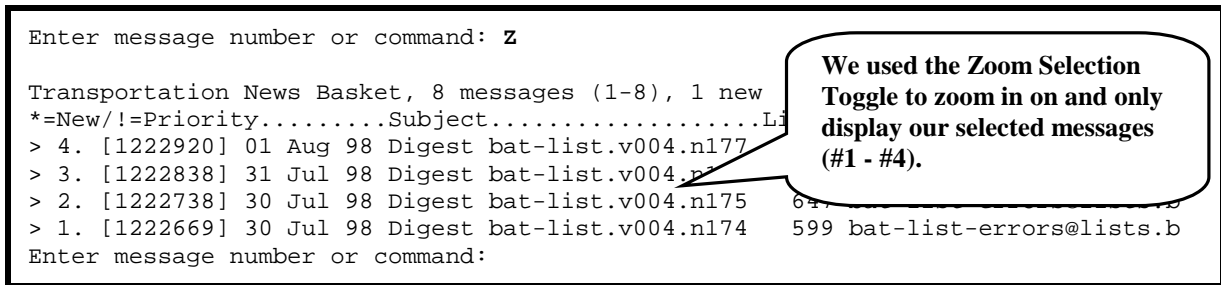
Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*8. [1223634] 06 Aug 98 Digest bat-list.v004.n184 579 bat-list-errors@lists.b
7. [1223267] 04 Aug 98 Digest bat-list.v004.n180 619 bat-list-errors@lists.b
6. [1223232] 04 Aug 98 Digest bat-list.v004.n179 622 bat-list-errors@lists.b
5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
> 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
> 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
> 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
> 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:
```

Here we are selecting
messages #1 - #4.

Figure 47: (1 of 3) Selecting Messages to Demonstrate the Zoom Selection Toggle

As you can see from the previous figure (Figure 47), we selected messages 1 through 4 in our list of messages in our "Transportation News" mail basket by entering ".1-4" at the "Enter message number or command:" prompt. Once the messages have been selected, MailMan allows us to use the Zoom Selection Toggle action.

To zoom in on just the selected messages (and zoom out again), you enter "Z" at the "Enter message number or command:" prompt, as shown below:



```

Enter message number or command: Z

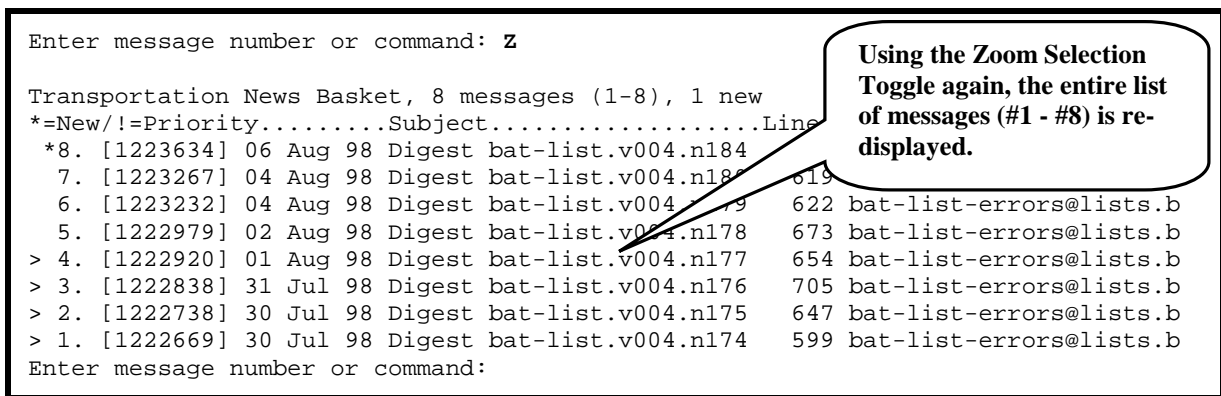
Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Line
> 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 647 bat-list-errors@lists.b
> 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
> 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
> 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:

```

Figure 48: (2 of 3) Using the Zoom Selection Toggle Action Code to Zoom in on Selected Messages

In this example (Figure 49), entering "Z" at the "Enter message number or command:" prompt tells MailMan to zoom in on and only display our selected messages (i.e., 1 through 4).

Finally, we use the Zoom Selection Toggle to zoom back out to our original list of messages, as shown below:



```

Enter message number or command: Z

Transportation News Basket, 8 messages (1-8), 1 new
*=New/!=Priority.....Subject.....Line
*8. [1223634] 06 Aug 98 Digest bat-list.v004.n184 619 bat-list-errors@lists.b
 7. [1223267] 04 Aug 98 Digest bat-list.v004.n180 619 bat-list-errors@lists.b
 6. [1223232] 04 Aug 98 Digest bat-list.v004.n179 622 bat-list-errors@lists.b
 5. [1222979] 02 Aug 98 Digest bat-list.v004.n178 673 bat-list-errors@lists.b
> 4. [1222920] 01 Aug 98 Digest bat-list.v004.n177 654 bat-list-errors@lists.b
> 3. [1222838] 31 Jul 98 Digest bat-list.v004.n176 705 bat-list-errors@lists.b
> 2. [1222738] 30 Jul 98 Digest bat-list.v004.n175 647 bat-list-errors@lists.b
> 1. [1222669] 30 Jul 98 Digest bat-list.v004.n174 599 bat-list-errors@lists.b
Enter message number or command:

```

Figure 49: (3 of 3) Using the Zoom Selection Toggle Action Code to Zoom Back Out to the Entire List of Messages

In this last example of our series (Figure 49), entering "Z" again at the "Enter message number or command:" prompt tells MailMan to zoom back out to the entire list of messages (i.e., 1 through 8). Our display looks like it did when we first selected the messages (Figure 47).

Paging Actions

MailMan V. 7.1 with Patch 50 introduced paging action commands that allow you to navigate to different locations within long lists of messages when using either the Detailed or Summary Full Screen message readers. As you can see from the list of action commands (Table 2 in this chapter), you can perform any of the following paging actions on long list of messages:

- **Enter/Return**—Pressing the Enter/Return key functions just like the "+" paging action by paging forward one page.
- **Equal Sign ("=")**—Enter an equal sign (i.e., "=" on the keyboard) at the "Enter message number or command:" prompt in order to redisplay the basket message list page (screen) you were viewing ("refresh" the page/screen).
- **Plus Sign ("+")**—Enter a plus sign (i.e., "+" on the keyboard) at the "Enter message number or command:" prompt in order to advance to the next page (screen) of messages, when a mail basket contains a large number of messages.
- **Plus Number ("+"n")**—Enter a plus sign and a specific number (i.e., "+"n") at the "Enter message number or command:" prompt in order to advance n pages (screens) of messages, when a mail basket contains a large number of messages.
- **Minus Sign ("-")**—Enter a minus sign (i.e., "-" or hyphen on the keyboard) at the "Enter message number or command:" prompt in order to return to the previous page (screen) of messages, when a mail basket contains a large number of messages and you are *not* on the first page of messages.
- **Minus Number ("-n")**—Enter a minus sign and a specific number (i.e., "-n") at the "Enter message number or command:" prompt in order to go back n pages (screens) of messages, when a mail basket contains a large number of messages and you are *not* on the first page of messages.
- **Zero ("0")**—Enter a zero (i.e., "0") at the "Enter message number or command:" prompt in order to return to the first page (screen) of messages, when a mail basket contains a large number of messages and you are *not* on the first page of messages.



MailMan only displays these action codes in the list of action codes when the mail basket you are currently processing has more than one page (screen) of messages.



These paging action codes (except the Enter/Return key) are *not* available with MailMan's Classic message reader.

The paging action items in the Action List will appear as follows:

Press ENTER or + to go to the next page. Enter +n to page forward n pages.
 Enter = to refresh this page; ^ to exit this list.

First Page—The following actions are available when you're on the *first* page of a long list of messages.

Middle Page—The following actions are available when you're on a *middle* page of a long list of messages.

Press ENTER or + to go to the next page. Enter +n to page forward n pages.
 Enter - to go to the previous page. Enter -n to page back n pages.
 Enter 0 to go to the first page; = to refresh this page; ^ to exit.

Last Page—The following actions are available when you're on the *last* page of a long list of messages.

Press ENTER or ^ to exit this list.
 Enter - to go to the previous page. Enter -n to page back n pages.
 Enter 0 to go to the first page; = to refresh this page.

Figure 50: MailMan Paging Action Codes

When you have reached the end of a list of messages and press the Enter/Return key or enter the plus sign ("+"), MailMan will ask you if you want to begin again, as shown below:

TEST Basket, 45 messages (1-45)
 *=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
 3. [1212173] 12 May 98 Copy of: Test message 55 BLUE,THOMAS E.
 2. [1212124] 12 May 98 test 1 BLUE,THOMAS E.
 1. [1211500] 06 May 98 Test
 Enter message number or command: <RET>

End reached. Begin again? NO// ?

Enter 'Yes' if you wish to continue reading messages; 'No' if you don't.

End reached. Begin again? NO//

Figure 51: Reaching the End of a List of Messages

If you enter "Yes" at the "End reached. Begin again? NO//" prompt, MailMan will redisplay the messages in the basket from the beginning (first page/screen). The order of the messages depends on the order you set in the "MESSAGE ORDER?" field when using the User Options Edit option on the Personal Preferences menu.



*For more information on setting your message display order or the User Options Edit option, please refer to the "How to Choose Your Message Display Order" topic in Chapter 2 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."*

Text String Search Actions

As you can see from the list of action commands (Table 2 in this chapter), besides using the Query (Search for) Messages in this Basket ("Q") action code or the Query/Search for Messages option, MailMan V. 7.1 with Patch 50 allows you two additional methods of searching for messages based on a text string found in a message subject:

- **?String**—Search for messages in the basket whose subject contains the string entered.
- **??String**—Search for messages anywhere on the system, which you ever sent or received, and whose subject begins with the string entered.



The Text String Search actions are available with all three message readers (i.e., Classic message reader and the Summary or Detailed Full Screen message readers).

After the search completes, you are automatically placed in a "virtual basket" in a full-screen view to process any messages found from the search. You can take any action on the messages in this "virtual basket" that you can take in a "real" basket (e.g., read, delete, forward, save, etc.).



For more information on Query (Search for) Messages in this Basket ("Q") action code, please refer to the "Query (Search for) Messages in this Basket ('Q') Action" topic, previously described in this chapter.

For more information on the Query/Search for Messages option, please refer to the Chapter 5 in this manual.

?String

While in a basket, you can search for messages in the basket whose subject contains a specific string.

At the "Basket Message" prompt, enter the string preceded by a question mark ("?"). You will then be placed in a "virtual basket" in a full-screen view displaying a list of those messages that contain the specified string somewhere in their subject. From that list of messages, you can choose which you would like to read or take any other action.

For example, if you want to search for messages in a basket whose subject contains the word "SCHEDULE", you would enter "**?SCHEDULE**". This search is *not* case sensitive (uppercase and lowercase are treated identically). Thus, for example, "SCHEDULE" and "Schedule" would both be found with the search.

To search for messages in a basket based on specific subject text, enter a "?" and the search text at the "Basket Message" prompt, as shown below:

```
Select MailMan Menu Option: rml <RET>  Read/Manage Messages
Select message reader:  Classic// <RET>
Read mail in MAIL BASKET: IN// <RET>          (20 messages, 15 new)
Last message number: 20  Messages in basket: 20 (15 new)
Enter ??? for help.

IN Basket Message: 1// ?later
```

Here we've entered a *single* question mark along with a text string (i.e., "later"). MailMan will search this mail basket and display any messages that contain this string, regardless of case.

```
IN Basket
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
  2.  [100111] 22 Dec 98 test later                      1 FUCHSIA,GARY      1/1
*12.  [100252] 16 Feb 99 TEST LATER 2                    1 FUCHSIA,GARY
*13.  [100251] 16 Feb 99 TEST LATER                      1 FUCHSIA,GARY      0/1
Search finished.
Enter message number or command:
```

Figure 52: An Example of Searching for Messages in a Basket Containing a Specific Text String in the Subject

After choosing the Read/Manage Messages option (**RML**) and using the Classic message reader, we wanted to search for messages in our "IN" basket whose subject contained the word "later" in the subject. Thus, we entered "**?later**" (*not* case sensitive) at the "IN Basket Message: 1//" prompt.

When the search was finished, MailMan placed us into a "virtual basket" in a full-screen view displaying all of the messages in our "IN" basket that contained the "later" string somewhere in the message subject where we could take any additional actions on the list of messages.



For a complete list of action commands we could use, please refer to Table 2 in this chapter.

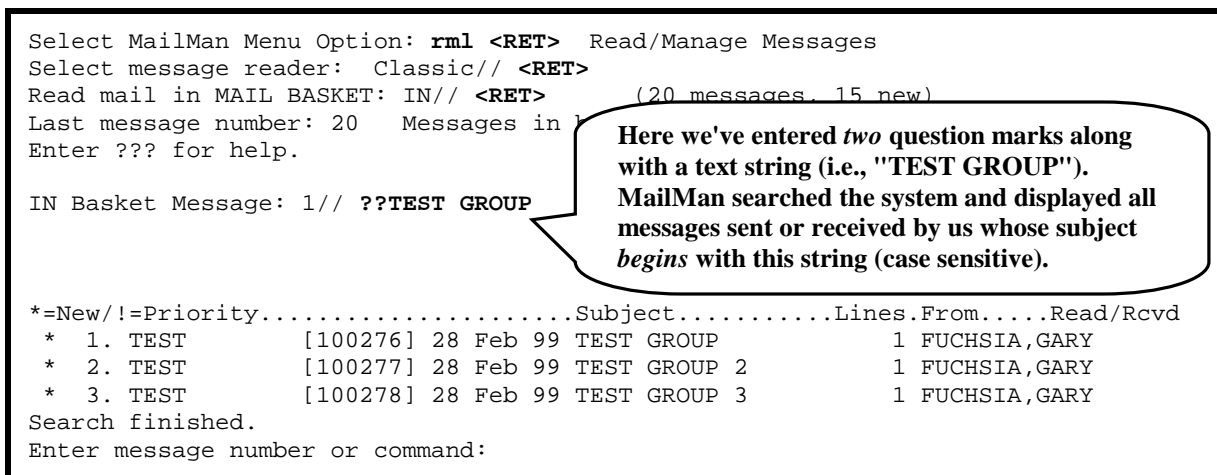
??String

While in a basket, you can search for messages anywhere on the system whose subject *begins* with a certain string.

At the "Basket Message" prompt, enter the string preceded by two question marks ("??"). You will then be placed in a "virtual basket" in a full-screen view displaying a list of those messages located anywhere on the system, which you ever sent or received, whose subject *begins* with that string. This search is case sensitive (uppercase and lowercase are *not* treated identically). From that list of messages, you can choose which you would like to read.

For example, if you want to search for messages whose subject begins with the words "Schedule Reports", you would enter "**??Schedule Reports**". Since this search is case sensitive, you must enter the string in the correct case. Thus, for example, "SCHEDULE REPORTS" and "Schedule Reports" are *not* considered by this search as being the same.

To search for messages located anywhere on the system, based on initial subject text, enter "??" and the search text at the "Basket Message" prompt, as shown below:



```

Select MailMan Menu Option: rml <RET> Read/Manage Messages
Select message reader: Classic// <RET>
Read mail in MAIL BASKET: IN// <RET> (20 messages, 15 new)
Last message number: 20 Messages in 1
Enter ??? for help.

IN Basket Message: 1// ??TEST GROUP

*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
* 1. TEST [100276] 28 Feb 99 TEST GROUP 1 FUCHSIA,GARY
* 2. TEST [100277] 28 Feb 99 TEST GROUP 2 1 FUCHSIA,GARY
* 3. TEST [100278] 28 Feb 99 TEST GROUP 3 1 FUCHSIA,GARY
Search finished.
Enter message number or command:

```

Here we've entered *two* question marks along with a text string (i.e., "TEST GROUP"). MailMan searched the system and displayed all messages sent or received by us whose subject *begins* with this string (case sensitive).

Figure 53: An Example of Searching for Messages in a Basket Whose Subject *Begins* with a Specific Text String

After choosing the Read/Manage Messages option (**RML**) and using the Classic message reader, we wanted to search for messages:

- Located anywhere on the system.
- Whose subject contained the word "later" in the subject.
- Sent or received by us.

Thus, we entered "**??TEST GROUP**" (case sensitive) at the "IN Basket Message: 1/" prompt.

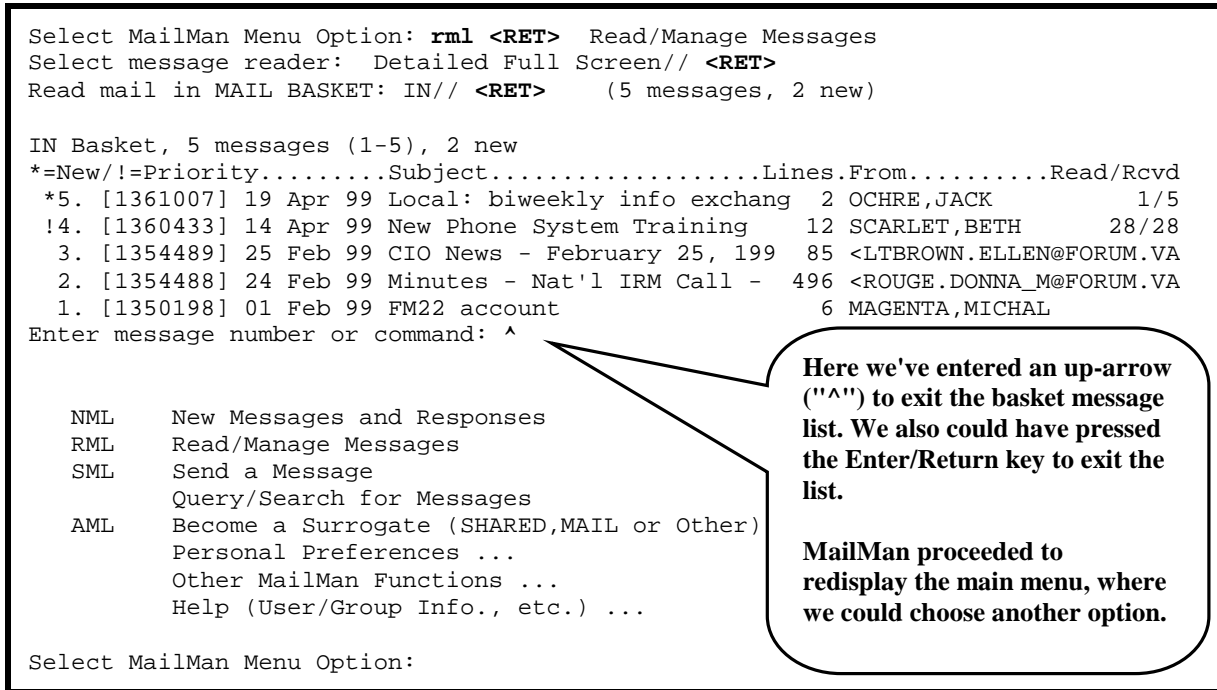
When the search was finished, MailMan placed us into a "virtual basket" in a full-screen view displaying all of the messages either sent by or received by us whose subject began with the "TEST GROUP" text string where we could take any additional actions on the list of messages.



For a complete list of action commands we could use, please refer to Table 2 in this chapter.

Up-arrow ("^") Exit Action

As you can see from the list of action commands (Table 2 in this chapter), as with all **VISTA** software, you can use the up-arrow ("^" Shift-6 key on most keyboards) to exit a prompt or option without taking any other action, as shown below:



```

Select MailMan Menu Option: rml <RET>  Read/Manage Messages
Select message reader:  Detailed Full Screen// <RET>
Read mail in MAIL BASKET: IN// <RET>      (5 messages, 2 new)

IN Basket, 5 messages (1-5), 2 new
*=New/!=Priority.....Subject.....Lines.From.....Read/Rcvd
*5. [1361007] 19 Apr 99 Local: biweekly info exchang 2 OCHRE,JACK      1/5
!4. [1360433] 14 Apr 99 New Phone System Training 12 SCARLET,BETH      28/28
 3. [1354489] 25 Feb 99 CIO News - February 25, 199 85 <LTBROWN.ELLEN@FORUM.VA
 2. [1354488] 24 Feb 99 Minutes - Nat'l IRM Call - 496 <ROUGE.DONNA_M@FORUM.VA
 1. [1350198] 01 Feb 99 FM22 account                6 MAGENTA,MICHAL

Enter message number or command: ^

NML  New Messages and Responses
RML  Read/Manage Messages
SML  Send a Message
      Query/Search for Messages
AML  Become a Surrogate (SHARED,MAIL or Other)
      Personal Preferences ...
      Other MailMan Functions ...
      Help (User/Group Info., etc.) ...

Select MailMan Menu Option:
  
```

Here we've entered an up-arrow ("^") to exit the basket message list. We also could have pressed the Enter/Return key to exit the list.

MailMan proceeded to redisplay the main menu, where we could choose another option.

Figure 54: An Example Using the Up-arrow to Exit a List of Messages in a Basket

